

Date

John Berheim, State Director
Division of Emergency Management
500 East Capitol
Pierre, SD 57501

Re: FEMA DR-XXXX-XX
Project XXXX Closeout

Dear _____:

The above referenced project has been completed. Inspection, financial audit and reimbursement have been finalized. The total cost of the project was \$_____, the Federal share was \$_____ and the total amount of Subgrantee Administrative Costs received was \$_____. A Summary of Documentation, including final copies of the warrants/checks, inspection reports, and 404 Final Performance report for this project, is enclosed.

I hereby request closeout of this project and certify that: the project was completed in accordance with FEMA approvals; all required and allowable funds have been paid out by us (the Subgrantee/Applicant); all reported costs were incurred in the performance of eligible work; work was completed in compliance with the provisions of the FEMA-State Agreement; payments for the project were made in accordance with the existing requirements of Federal and State laws and regulations; no further requests for funding on this project will be made; and there are no pending bills.

Further, we attest that all financial records covered by this closeout request (checks, warrants, invoices, in-kind expense reports, etc.) will be retained and made available for Inspection and Audit per 44CFR (Part 14.2) and OMB CIR A-133 (replaces A-128). These records will be retained for 3 years from the date of submission of the final Disaster Financial Status Report (FEMA form 20-10).

After the enclosed information has been reviewed, should you require further information concerning this project closeout, please contact _____.

Sincerely yours,

Subgrantee/Applicant Representative

Enclosures: